

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

March 5, 2008

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TITLE:	Family Liaison Officer
POSITION NO:	11716
LOCATION:	Health Resources Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$28,537 - \$35,672 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, March 19, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Occasional travel may be required. A resume is required at time of application. Must have a valid driver's license.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

TYPICAL DUTIES: The position is in the Children's Mental Health Bureau and is the key family contact responsible for outreach efforts to family members and youth with serious emotional disturbance; providing outreach to youth and youth organizations to invite meaningful participation of youth who have experienced serious emotional disturbance in the System of Care; analyzing policy regarding family directed and youth guided treatment and support, making recommendations for policy and procedure changes that will increase the quality and quantity of family involvement in the children's mental health treatment system; assisting with the monitoring and evaluation of mental health treatment facilities and community based services; providing training and coordinating for local Parent Coordinators in

communities by conducting regular meetings, both phone and face-to-face; and assisting the Social Marketing Director with developing the slogan and materials (for print and broadcast media) that will be used in the statewide anti-stigma campaign each year.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge and personal experience with the children's mental health service system as the family member of a youth with serious emotional disturbance; the children's public mental health system, including wrap-around and evidence-based best practice models and approach; related systems including education, juvenile justice and corrections, substance abuse, vocational services, public benefits, and other systems and resources of interest to families and youth with serious emotional disturbance; and curriculum development and effective training for family members.

Skills: Skill in engaging and facilitating effective participation of youth and families in treatment planning, services recommendation, and system development; organizing and sequencing initial and follow-up contact with a variety of people, and in particular family members; good interpersonal communication, including conflict resolution and engagement; willingness to develop new skills; and basic computer software, i.e., MS Word, Outlook.

Abilities: Ability to work independently and have self-direction; work as a member of a team and collaborate effectively; respect and bridge cultural difference; maintain confidentiality of family and child-specific information; pay attention to detail; complete assignments within required timeframes; advocate for a position/idea effectively without creating unnecessary conflict; work effectively with diverse populations; and establish healthy professional boundaries and demonstrate self-care.

EDUCATION/EXPERIENCE REQUIRED: Two years related college or vocational training AND one year job related experience. Relevant human services experience may substitute for education on a year-for-year basis. Bachelor's degree in a human services field preferred. Equivalent combinations of related education and human service experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. A resume is required; and
5. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain

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exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Family Liasion Officer
Position: #11716
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your personal/professional experience in advocating for the needs of a child, both within the mental health system and also in other child serving systems this child may have been part of.
2. Describe your top three priorities if you become the Family Liaison Officer.
3. Describe the three things you think you will find most challenging or difficult if you become the Family Liaison Officer.